

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA  
INDIAN HEALTH SERVICE**

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

**VACANCY ANNOUNCEMENT**  
NAO-09-MPP/ESEP-K

**OPENING DATE**  
01-01-09

**CLOSING DATE**  
OPEN CONTINUOUS

**POSITION**

Pharmacist

**GRADE AND SALARY**

GS-660-09; \*\$60,059 - \$72,344 PER ANNUM

GS-660-11; \*\$66,054 - \$80,913 PER ANNUM

GS-660-12; \*\$75,215 - \$93,026 PER ANNUM

**\*SPECIAL RATES AUTHORIZED UNDER 5 USC 5305**

**LOCATION AND DUTY STATION**

Chinle Comprehensive Health Care Facility, Chinle, Arizona

Crownpoint Comprehensive Health Care Facility, Crownpoint, New Mexico

Fort Defiance PHS Indian Hospital, Fort Defiance, Arizona

Gallup Indian Medical Center, Gallup, New Mexico

Kayenta PHS Indian Health Center, Kayenta, Arizona

Northern Navajo Medical Center, Shiprock, New Mexico

**AREA OF CONSIDERATION: NATIONWIDE**

**NUMBER OF VACANCIES:** Applications are being accepted from all interested parties, regardless of where they may reside, for placement in the Applicant Supply File for future referral when vacancies occur. Position may be permanent or temporary, full-time, part-time or intermittent (work only when called). SEE "How to Apply" for submission of information. If an initial or original appointment to a temporary or term appointment is made from this vacancy announcement, the original action or appointment could be extended without further announcement of the position.

**PROMOTION POTENTIAL:** Positions may be filled at one of the grade levels listed above. Depending on the location and type of appointment, some permanent positions have promotion potential to the GS-11 or GS-12. If you are selected for a supervisory position, you will be required to serve a supervisory probationary period.

**TRAVEL/MOVING:** RELOCATION EXPENSES WILL BE PAID FOR ELIGIBLE EMPLOYEES.

**DUTIES:** Incumbent selects, procures, prepares and dispenses only those medications that conform to standards of quality for potency, purity, and effectiveness at the time they are administered to or used by the patients. Counsels patients on safe and effective use, including compliance, of the prescribed medications. Packages, manufactures, and compounds product, including unit dose and intravenous additives, that are not commercially available. Routinely inspects all drug storage places to insure proper storage conditions and security. Reviews inpatient and outpatient medical records for safety, appropriateness and effectiveness of drug therapy. Plans, reviews and maintains emergency drugs for emergency situations. Checks emergency drugs at nursing stations, emergency room, and field clinics on a routine basis. As inpatient pharmacist, makes patient rounds with physicians as a therapeutic advisor, fill unit dose medication system, admixtures IV solutions, including those for patients on hyper alimentation.

**QUALIFICATION REQUIREMENTS:** YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

**BASIC REQUIREMENTS: EDUCATION:** Four-year bachelors degree in pharmacy recognized by the American Council on Pharmaceutical Education.

**LICENSURE:** All applicants must be currently licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

**ADDITIONAL REQUIREMENTS FOR GS-9 AND ABOVE:** For GS-9: Successful

completion of a 5-year course of study leading to a bachelor's or higher degree in pharmacy from an approved pharmacy school, or 1 year of professional pharmacy experience equivalent to at least GS-7. *For GS-11:* Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (Pharm.D.) degree; 1 year of professional pharmacy experience equivalent to at least GS-9. *For GS-12:* One year of professional pharmacy experience equivalent to at least GS-11.

**MEDICAL REQUIREMENTS:** Applicants must be able to distinguish shades of color.

Graduate education may be substituted for experience in accordance with the OPM Qualification Standards for General Schedule positions.

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience or training that they possess, or has the potential to develop, the qualities of successful supervision, as listed under the appropriate category below:

- a. Ability to motivate, train and work effectively with subordinates who have a variety of backgrounds and training.
- b. Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- c. Ability to plan own work and carry out assignments effectively.
- d. Ability to communicate with others effectively, both orally and in writing, in working out solutions to problems or questions relating to the work.
- e. Ability to understand and further management goals as these affect day-to-day work operations.
- f. Ability to develop improvements in or design new work methods and procedures.

**SELECTIVE PLACEMENT FACTOR:** Each PHS pharmacist must possess and maintain a current valid, pharmacy license in a State. Applicants must meet this requirement prior to employment.

**TIME-IN-GRADE REQUIREMENTS:** Candidates must have completed at least 52 weeks at the GS-07 level to qualify for the GS-09 level; at least 52 weeks at the GS-09 level to qualify for the GS-11 level; and at least 52 weeks at the GS-11 level to qualify for the GS-12.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by date certificate is issued.

**CONDITION OF EMPLOYMENT:** Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit for any Area Office position, which requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE:** Refer to OPM Operating Manual Qualification Standards or IHS Excepted Service Qualification Standard, Series GS-660 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel Office. **EDUCATION MAY NOT BE SUBSTITUTED FOR THE REQUIRED SPECIALIZED EXPERIENCE AT THE GS-12 GRADE LEVEL.**

**WHO MAY APPLY:** Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the excepted service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates must indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Veteran's Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service, may apply.

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**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successfully or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your application, provide a narrative statement which describes fully all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibilities.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to analyze, investigate and solve problems.
2. Ability to plan, organize work and set priorities.
3. Ability to meet and communicate with a variety of individuals.

4. Ability to optimize medication regimen.
5. Ability and skill in using various office automation equipment.

**(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)**

A copy of an official **Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA and IHS", Form 4432**, signed by the appropriate BIA official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

**NOTE: "Declaration for Federal Employment" (OF-306) and Addendum** must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

**HOW & WHERE TO APPLY:** All applicants must submit one of the following to the Navajo Area Indian Health Service, Division of Human Resources, Post Office Box 9020, Window Rock, Arizona 86515-9020: **FOR MORE INFORMATION, CONTACT ANGELA SEGAY, HUMAN RESOURCES SPECIALIST AT 928/871-1421.**

1. OF-612, Optional Application for Federal Employment;
2. SF-171, Application for Federal Employment;
3. \*Resume; or
4. \*Any other written application format; **PLUS** Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certificate - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held);
8. High school - Name, City, State (zip code if known), and date of Diploma or GED.
9. Colleges and Universities - Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) - Job, Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month/year), Hours/Week, and Salary.
11. Indicate if we may contact your current Supervisor;
12. Job-related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC MAIL.**

**NOTE:** Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their preference determination, education, training, and/or experience.

**ADDITIONAL SELECTION:** Additional or alternate selections may be made within 90 days of the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education, including degrees obtained by submitting official transcripts and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps applicants are also required to submit proof of Indian

Preference such as proof of possession of the appropriate license.

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (Subject to certain exemptions) be registered with the Selective Service System.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

*Angela Sigay*

12-31-08

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - NAO-09-MPP/ESEP-K. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR XEROX COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE**  
**PHARMACIST, GS-660-9/11/12**

1. **ABILITY TO ANALYZE, INVESTIGATE AND SOLVE PROBLEMS.** This is the ability to research, extract, understand, correctly interpret and apply health care data from multiple sources. This would include the ability to organize factual information and to interpret and evaluate it in a logical manner in order to arrive at objective, supportable conclusions or recommendations. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO PLAN, ORGANIZE WORK AND SET PRIORITIES.** This is the ability to plan, organize and prioritize work assignments to meet deadlines. This includes the ability to perform multiple procedures simultaneously often with no assistance and to make independent decisions. Continuously re-assesses workload to re-prioritize as needed. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO MEET AND COMMUNICATE WITH A VARIETY OF INDIVIDUALS.** This is the ability to be persuasive in gaining the confidence and cooperation of others and the ability to exercise tact, diplomacy and mature judgement in meeting and dealing effectively with individuals. This includes the ability to establish effective working relationships or achieve desired goals in dealing with colleagues and other healthcare professionals for purposes of providing quality health care to patients. Utilizes appropriate communication skills to overcome language and cultural barriers. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO OPTIMIZE MEDICATION REGIMEN.** This is the ability to review the patient's complete medical

record to gather information, identify opportunities for improvement in patients' medication regimen, implement modifications in regimens and monitor outcomes. Assure the appropriateness of drug therapy, optimize patient outcomes and utilize resources efficiently. What in background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. ABILITY AND SKILL IN USING VARIOUS OFFICE AUTOMATION EQUIPMENT. This is the ability and skill in utilizing various office automation equipment and related software to complete work assignments in an efficient manner to maximize resources. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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#### C E R T I F I C A T I O N

I CERTIFY that all of the statement made in the above questionnaire are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date